

U.S. Department of State
INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3FAH-2)				
1. Post Panama	2. Agency USDA / APHIS / IS	3a. Position Number 313201 APHIS12		
3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
4. Reason For Submission <input checked="" type="checkbox"/> a. Redescription of duties: This position replaces <div style="margin-left: 40px;">(Position Number) <u>APHIS-012</u> (Title) <u>Computer Management Assistant</u> (Series) <u> </u> (Grade) <u> </u></div> <input type="checkbox"/> b. New Position <input type="checkbox"/> c. Other (explain)				
5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority WHA/EX/FRC	Computer Programmer, 1810	FSN-9		8.10.16
b. Other				
c. Proposed by Initiating Office				
6. Post Title of Position (if different from official title) Programmer Analyst		7. Name of Employee		
8. Office/Section U.S. EMBASSY, PANAMA		a. First Subdivision UNITED STATES DEPARTMENT OF AGRICULTURE		
b. Second Subdivision ANIMAL & PLANT HEALTH INSPECTION SERVICES (APHIS)		c. Third Subdivision INTERNATIONAL SERVICES (IS)		
9. This is a complete and accurate description of the duties and responsibilities of my position. <u>Vacant</u> Printed Name of Employee <div style="display: flex; justify-content: space-between;"> <div>Signature of Employee</div> <div>Date (mm-dd-yyyy)</div> </div>		10. This is a complete and accurate description of the duties and responsibilities of this position. Printed Name of Supervisor <div style="display: flex; justify-content: space-between;"> <div>Signature of Supervisor</div> <div>Date (mm-dd-yyyy)</div> </div>		
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. Printed Name of Chief or Agency Head <div style="display: flex; justify-content: space-between;"> <div>Signature of Chief or Agency Head</div> <div>Date (mm-dd-yyyy)</div> </div>		12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. Printed Name of Admin or Human Resources Officer <div style="display: flex; justify-content: space-between;"> <div>Signature of Admin or Human Resources Officer</div> <div>Date (mm-dd-yyyy)</div> </div>		
13. Basic Function of Position This position is located in the Office of the United States (US) Administrative Director for COPEG, USDA Animal and Plant Health Inspection Service (APHIS), Pacora, Panama. The incumbent performs work supporting the COPEG and APHIS office on technical issues related to Information Technology. Incumbent is responsible for the coordination, development, security, training and support of the USDA-APHIS IS Screwworm Region computer systems and automation programs. This involves coordination and support of computer hardware and software, local area network (LAN), telecommunications; the analysis for automation of work operations and processes; the development of system architecture and specifications of SIANet; the programming and coding of SQL Server Database and Visual Basic .NET software ; and the development and the maintenance of such applications.				

14. Major Duties and Responsibilities

20% of the time

Coordination - Actively participates with Panama – Unites States Commission for the Eradication of Screwworm (COPEG) in the strategic planning for the development, implementation, and evaluation of IT systems. Advises senior management on the hardware, software, applications, financial, and human resources needs to support current and future IT requirements

Coordinates regional implementation of an integrated IT platform system architecture SiaNet. Implements modules for administrative and technical program functions. (HR, purchasing, finance, inventory, field data, production, etc.) under supervision of SIANet project leader.

50% of the time

Analysis and Programming- Incumbent performs systems analysis and programming work for SIANet system modules used by the Panama – Unites States Commission for the Eradication of Screwworm (COPEG) to include, but not limited to personnel management records; vehicle registration and control; procurement management and control, automated message processing, field operations data, production, finance among others.

Typical tasks include: consultation with users and lead systems analysts, fact-finding on work processes and objectives; analyzes and evaluates the feasibility for computer application and availability; recommends and presents to user the various elements of a proposal including costs, benefits, and alternative(s); collaborates with senior systems analyst in writing of system and program specifications and in the preparation of flow charts, block diagrams, and test programs; conducts or participates in tests and debugging; performs or assists in system implementations and, through continuing analysis of system operations, malfunctions, user feedback, and potential applicability of new technology, maintains system(s).

30% of the time

Management and support of computer hardware and software - Incumbent is responsible for all USDA-APHIS IS Screwworm Program network equipment and servers, laptops and desktops, smartphones and tablets; Incumbent is also responsible for managing overall operations, to include but not limited to the design, installation, modification, and maintenance as stipulated in the standards and guidelines, including management of back-up, software upgrades, security upgrades, performance monitoring, and trouble shooting.

Incumbent serves as the primary liaison between USDA APHIS IS Screwworm Program and IT Headquarters in Riverdale on all IT issues to include technical problems, connectivity, IT policies, compliance with IT standards and best practices, and security issues. Ensures network, data, and access controls are in line with IT Headquarters security requirements and standards, considering both local and wide area issues. Incumbent will provide local support to APHIS employees normally on tier 1, IS IT will support incumbent in tier 2 support and ITD will provide tier 3 support

Performs all duties of a network system administrator to include data projection, organization of resources, network setup, server setup and management, network management, virus protection, and data backup; and oversees Panama-United States Commission for Eradication of Screwworm COPEG's Local Area Network (LAN) systems and manages overall operations: design, installation, modification, and maintenance.

15. Qualifications Required For Effective Performance

a. Education: 4-yr undergraduate degree in Information Technology or Computer Science.

b. Prior Work Experience: Minimum 5 years of progressive experience working with computers

c. Post Entry Training: FSN Introduction training. Security Training

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read): List both English and host country language(s) proficiency requirements by level (II, III) and specialization(sp/read): Level IV English and Level IV Spanish is required.

e. **Job Knowledge:**

Incumbent must have advanced knowledge programming in **SQL, Visual Basic .NET**. Must have knowledge of Servers and Networking Database Management. Must be able to trouble shoot all these applications.

f. **Skills and Abilities:**

Refined intercultural/interpersonal communication and customer services skills and abilities are needed

Analytical ability to effectively identify and evaluate long term implications of projected decisions including a high degree of originality and innovation in identifying and resolving problems in interpreting data and results in areas where appropriate information may not be adequate.

Ability to perform hardware set ups and adjustments and maintenance. Ability to work independently without supervision.
Driver License required

g. **Computer skills:**

Incumbent must have advanced knowledge in programming **MS SQL, Visual Basic .NET, servers, networking, and database** management as well as in depth knowledge of **Microsoft Office Suite, antivirus and firewalls**. Must have knowledge of structured **programming techniques** necessary to design and modify applications for client use. Must trouble be able to shoot all these applications

Must possess superior technical skills to troubleshoot, diagnose, and resolve IT problems. Must possess analytical ability to effectively identify and evaluate long term implications of decisions, including a high degree of originality and innovation in identifying and resolving IT problems. Must demonstrate cooperative working relationships with staff and other project associated individuals. Must be self-motivated and be able to work independently without supervision

16. POSITION ELEMENTS

a. Supervision Received:

The US Administrative Director, COPEG, serves as supervisor of record, and provides direction in the form of broadly defined IT projects and objectives. The incumbent is responsible for independently planning, designing and carrying out initiatives, projects and studies related to US/Panama screwworm programs.

b. Supervision Exercised:

There are no supervision requirements – employee will focus on programming and other IT duties as assigned.

c. Available Guidelines:

The work is guided chiefly by general policy and procedures, requires the exercise of considerable judgment, ingenuity and resourcefulness in interpreting and modifying existing guides or in developing new or improved approaches or program concepts not previously tried.

d. Exercise of Judgment:

Must have the ability to work under own initiative, making day to day decisions and judgments, relying on the policies and procedure guidelines.

e. Authority to Make Commitments:

The position doesn't have the authority to commit funding. However will have the authority to negotiate conditions.

f. Nature, Level, and Purpose of Contacts:

Job holder works with USG Officials and COPEG Officials. Works with US IT Officials in Headquarters and other action program authorities in Mexico and Guatemala. The purpose of the contact is to implement IT initiatives and coordinate and share information on IT functions and responsibilities.

g. Time Expected to Reach Full Performance Level:

One year